**Study Skills 7**

**Class Syllabus**

The mission of Guardian Angels Central Catholic School is to prepare all students to reach their fullest potential by learning and leading through Christ.

Instructor Information:

Mrs. Lynda Doernemann

Contact Information

[ldoernemann@ccbluejays.org](mailto:ldoernemann@ccbluejays.org) – email address

402-372-5326 – Central Catholic phone number

Sycamore Education – pass-a-note communication

**Beliefs:**

I believe that:

* All students have the ability to learn.
* All students learn better in a trusting, productive learning environment.
* Having a positive attitude affects a person’s learning.
* Learning takes meaningful effort in order to make an impact.
* Hard work and motivation to succeed will bring positive results.
* Being prepared for class affects students’ learning.
* Being respectful to everyone creates an effective learning environment.

**Goals:**

* This course will focus primarily on material from *Step up to Writing* and *Study Skills-Across the Curriculum.*
* Students will use class time to analyze their study habits and create effective study skills for note taking, writing, research, and other study skills.
* Portfolios of students’ writings over the semester will be compiled in a given format.

**Required classroom supplies:**

The following supplies are expected to be brought to class each day as instructed:

* 70-100 sheets of loose leaf paper (college-ruled) in a 1”-2” three ring binder OR 70 sheet spiral bound notebook (college-ruled)
* Folder for papers and handouts
* Writing supplies – pen or pencil
* Other material as requested by the teacher

**Classroom Guidelines:**

* **Respect everyone: God, parents, teachers, faculty, staff, and students**
* **Respect property: books, classroom, and school**
* **Respect time: deadlines for assignments, class, and when someone else is talking – wait your turn**
* **Be responsible: for your actions, your assignments, and your learning**
* **Be ready to learn: be responsible, be positive, be prepared**
* **The rules for the school will be followed in class**

**Absences:**

When a student is absent, they are responsible for making up any work they have missed. If a student is absent, normally one day will be allowed for each day of absence. If a student knows they are going to be missing class, they will check with the teacher prior to the absence to get the assignments for their work. Under these circumstances, the work is normally due on the day the student returns to school. Any concerns should be brought up with the teacher.

**Grading:**

Students will be evaluated throughout the class through a variety of assignment, projects, quizzes, and tests. Major tests will be announced ahead of time as you may prepare for them. Unannounced quizzes will be given throughout the course. The quizzes will cover material we have recently studied and allow me to monitor your learning before a major test.

All grades will be given in percentages. Daily grades count once in the grade book. Quizzes and in class assignments also count once in the grade book. Major tests and major assignments and/or projects will be recorded twice to emphasis their importance.

If a student does not turn in an assignment or misses a quiz or test, a zero will be recorded in the grade book. The student will have five school days to turn the assignment into the teacher. Ten points will be deducted for each day it is late. After five school days, the zero will become the final grade for the assignment.

I do not allow student to redo daily assignments. On an individual basis, I will determine if a student is allowed to retake a quiz or a test. Retake of a quiz or a test will only be allowed if a student is failing the class. If you are given the opportunity for a retake, this must be completed within two weeks of the date. I will average the two scores for the grade.

If you fail to complete work, I may keep you afterschool to complete work as needed for mastery in the course objectives. If this happens, I will contact your parents about the situation.

Students are encouraged to check Sycamore on a regular basis to monitor their progress and check for any late or missing work. The grading scale found in your handbook will be followed for the grading of all assignments.

**Extra Help:** I am usually available to provide extra help before school or afterschool. I will be directing the One-Act play; therefore, arrangements may be made.

**Please sign and return this portion to school.**

ACKNOWLEDGEMENT

I agree to follow the guidelines set up in the course syllabus for

Study Skills 7.

Student Signature

I have read and discussed with my child the guidelines set up in the course syllabus for

Study Skills 7.

Parent Signature